

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Wednesday, March 7, 2012 at 5:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and
James C. Richards
Members Absent: None
Others: Kathleen Pippin and Catherine Cabral
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Special-Budget Workshop Meeting to Order at 5:07 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Budget Discussions

Before the discussions began, Ms. Cabral gave to all Board Members a new Preliminary Budget Builder for their review. Ms. Menard indicated that for the meeting on Saturday, she needs a volunteer to do the minutes. Ms. Nelson volunteered.

▪ **Libraries (6385)**

Ms. Menard indicated the libraries are asking for a big increase and suggested giving the libraries an X% as in previous years, just as was done with the Fire Departments.

A brief discussion was held regarding the increases and it was indicated that they would hold off on discussing the Warehouse Point Library and revisit the subject.

▪ **Park and Recreation (6315)**

Ms. Menard indicated that she had a note that the decrease in the part-time line to go to the Public Works over-time line in the amount of \$2,500. She has spoken to Ms. Maltese and she does not have a problem with doing so. Other than that, the budget requested has a zero percent increase. Ms. Cabral indicated by taking out the \$2,500 the part-time salary line would be \$88,829, and the total department request would be \$203,109.

There was a question regarding the cost of electricity and the request of \$16,000 for same. The Board Members looked at last year's cost of electricity and the cost of electricity to date. It was reminded that the electricity costs to date do not include lights for the fields for this season and the pavilion. A brief discussion was held and it was agreed to cut the request to \$14,500. Ms. Cabral indicated that would make the bottom line \$201,706. Mr. Baker inquired if the cost of electricity is contractual and Ms. Menard indicated the CCM auction process for the district for distribution and product and gives the Town the best option.

A brief discussion was held.

▪ **Park and Recreation Employee Benefits (6395)**

Ms. Menard indicated these figures cannot be changed.

▪ **Insurance and Benefits (7345)**

The discussion began regarding the heart and hypertension line of this budget. It was indicated that CIRMA has indicated the Town has exposure and it is estimated what could potentially be paid out under this category. Mr. Baker inquired how this works. Ms. Menard explained it is by law and it is the risk of the job of public safety. The Town has two employees which would still be considered for this benefit.

The discussion was then held regarding the deductible insurance coverage. No changes were made.

▪ **Unemployment Compensation (7350)**

Ms. Menard indicated that her office has just received notification of a new claim. After a brief discussion, it was decided this subject would be revisited on Saturday.

▪ **Contingency Fund (8410)**

Ms. Cabral indicated that the Board of Finance has split the available funds for emergency contingency and contingency accounts. She explained the contingency account and what the account is used for. She indicated to show healthy growth, the contingency account should be 3% of the budget. She reminded the Board that this account does not roll over every year.

A lengthy discussion was held regarding the contingency account, the emergency contingency account and the fund balance.

▪ **Cemeteries (8415)**

No changes to the proposed budget.

▪ **Information Technology (8425)**

A question regarding the IMC software and the request of the police department has in their budget for same. It was determined that the request could be cut \$5,000 pursuant to an email from Deputy Chief Roger Hart. The software records, manages licenses and other pertinent information for the police department. Ms. Menard commented that the IT/Police is now \$36,000. Ms. Cabral indicated the \$12,500 represents licensing agreement for the software. Last year the license agreement was \$11,720 and this year it is increased to \$12,500.

A lengthy discussion was held regarding the service and if the purchased services line should be decreased. It was decided that the purchase services would be \$22,350.00 and the bottom line would be \$164,930. Other decreases were discussed; such as, communications to \$12,000, office supplies \$300, office equipment decrease \$500 and software upgrade decreased by \$2,500. The bottom line budget would be \$164,930.

▪ **Communications/Phone/Fax (8430)**

Ms. Menard indicated that Becky from her office has this backup information. Ms. Cabral indicated a slight increase for AT&T/Verizon. The question regarding which department uses the phones and it was answered the departments are police, town hall, and all office cell phones and faxes at the Annex, Senior Center and Police Department. Other cell phones are for the Mr. Rand Stanley, Ms. Menard and Planning office.

A brief discussion was held.

▪ **Miscellaneous Other (8440)**

This category contains EW Historical Society, Historical Commission, American Heritage River Commission, and other Misc. Melrose School. Ms. Menard asked if there were any questions. Mr. Pippin indicated there was an increase in the historical and American Heritage.

A discussion was held regarding the cost of supplies and recording secretarial fees. It was ultimately determined that the American Heritage River Commission would stay at \$1,500.

▪ **Capital Improvement Plan (9445-9447)**

Ms. Menard gave to all Board Members a copy of the CIP recommendations. Ms. Menard explained the form she gave to everyone. The total projects requested are in the amount of \$711,620. Mr. Pippin questioned the doors at the schools and the additional monies they received recently regarding the MBR and why that money couldn't be used for that project. Ms. Menard indicated the doors need to be replaced and basically the Town is on notice about the problem. Mr. Pippin suggested replacing the doors out of the Board of Education maintenance line. The next project discussed was the generator at the high school. It was discussed the wiring of the generator is the major cost. The discussion continued regarding why the high school was chosen first for the generator over Scout Hall. Ms. Menard indicated Emergency Management has made that decision. Mr. Baker inquired if grants could be obtained to pay for generators. Ms. Menard indicated the Emergency Management have been looking into any type of grants can be applied for.

A brief discussion was held.

▪ **Debt Service (9500)**

Ms. Cabral indicated that it is hoped to payoff the fire truck this year because the cost to roll over one more year may be costly and the banks are less likely to take on this debt because it is under a million dollars.

A brief discussion was held.

Ms. Cabral indicated at the meeting for this coming Saturday, she will have all the figures in line with changes which the Board has made. She reminded everyone that if the budget is voted down at three referendums, automatic 2% increase goes into place.

Ms. Cabral also indicates she will have grand list figures from the Assessor to discuss on Saturday.

IV. Adjournment

The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary